

KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

P.O. Box 1360

Frankfort, KY 40602

(502) 564-3296, Ext. 227

**LICENSE RENEWAL APPLICATION
PROCEDURES**

The following procedures must be followed for completing the 2005-2006 License Renewal application packet for your proprietary school. ALL LICENSE RENEWAL APPLICATION PACKETS MUST BE RETURNED TO THE BOARD OFFICE BEFORE MAY 15, 2005. PLEASE DO NOT USE SHEET PROTECTORS FOR RENEWAL DOCUMENTS.

1. Complete the License Renewal Application form **entirely**. Include all approved courses/programs in item #9 of the application. Use a separate sheet if necessary. Application must be signed and dated by an authorized school official. The programs should be listed by type and include **ONLY** the programs currently approved by the board.
2. Complete the Application Addendum listing all approved courses/programs and the number of students successfully completing each course/program. Indicate if the program is a certificate, diploma, or associate degree. Use a separate sheet if necessary. This form must be signed by an authorized school official. **Non-resident schools should only indicate the number of Kentucky residents completing each program.**
3. Submit a current school catalog/brochure. This must contain the following statement signed by an authorized school official: **"I certify this catalog to be true and correct in content and policy." The catalog MUST contain the same refund policy as on the enrollment agreement.**
4. Submit a copy of the current student contract or enrollment agreement. This document **must** contain the **same** refund policy as the school catalog and a signature/date line for the student and an authorized school official. If this document is multiple pages, it must be indicated on the contract (i.e. Page 1 of 2, etc.)
5. If your school has a central teaching facility, you must provide documentation of a current fire inspection, which indicates compliance with all fire and safety codes. If your school does not have a central teaching facility, this item will not apply and this should be indicated on the application. This inspection **MUST** be within the last 12-month period.
6. Submit an **original** proprietary school bond or continuation certificate. If you employ agents/recruiters, you must submit an **original** blanket agent bond or continuation certificate.
7. Complete and submit the Annual (Renewal) License Fees (PE-5) form (resident schools only). This form must be completed entirely. This calculates the amount of your renewal fee. **The minimum license renewal fee is \$300. The maximum license renewal fee is \$2,000. This document must be signed, dated and notarized. THIS APPLIES TO RESIDENT SCHOOLS ONLY.**

The license renewal fee for non-resident schools is \$900.00.

(Continued)

8. A School Personnel Form (PE-14) **must** be completed and submitted for **each** instructor currently employed at the school. This **must** be signed and dated by the instructor and an authorized school official. **You must use the current form enclosed with this packet. Duplicate as necessary.**
9. An Application for Permit to Act as an Agent or Application for Renewal of Permit to Act as an Agent **must** be completed entirely and submitted for each agent/recruiter currently employed. A recent photograph of the individual, no larger than 2" x 2" (passport type) and the \$150 fee must be submitted with each application. This application must be signed by the applicant and Section VI completed and signed by an authorized school official. **You must use the RENEWAL application for all agents currently employed by the school. DO NOT SEND PHOTOGRAPHS ON 8 ½ X 11 PAPER. PHOTOS PRINTED ON LETTER SIZE PAPER MUST BE CUT OUT AND ATTACHED TO THE APPLICATION.**

Note: The **original** Blanket Agent Bond or continuation certificate **must** be submitted if your school employs agents/recruiters.

10. A complete **copy** of this packet should be retained at the school. **All original documents must be submitted to the Board.**
11. A copy of the Kentucky Revised Statutes and Kentucky Administrative Regulations are enclosed. **These should be studied carefully and retained on file at the school.**

Should you want to send your **completed** application packet to the board via overnight carrier, the street address is below.

**Kentucky State Board for Proprietary Education
911 Leawood Dr.
Frankfort, KY 40601**